

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]  
[Department Name]  
[Organization/University Name]  
[Address]

Dear [Mr./Ms./Mx./Dr.] [Hiring Manager Last Name],

I am writing to express my strong interest in the **[Job Title]** position at **[Organization Name]**. Having served as a Lab Assistant at **[Current/Previous University/Lab]**, I have developed a rigorous foundation in scientific methodology and data integrity. I am now seeking to transition my technical expertise and organizational strengths into a dedicated project management role where I can oversee the strategic lifecycle of complex research initiatives.

During my tenure as a Lab Assistant, I went beyond technical benchwork to streamline operational workflows. I successfully managed **[mention a specific task, e.g., chemical inventory, equipment scheduling, or protocol documentation]**, which resulted in **[mention a result, e.g., a 15% reduction in waste or zero downtime during audits]**. These experiences provided me with firsthand insight into the logistical bottlenecks of research and the importance of precise resource allocation.

My background has equipped me with a unique "boots-on-the-ground" perspective that many project managers lack. I am proficient in translating high-level research goals into actionable milestones, ensuring compliance with **[mention relevant regulations, e.g., IRB or HIPAA]**, and facilitating communication between principal investigators and laboratory staff. I am eager to apply my skills in **[mention a specific PM tool or skill, e.g., Agile, Gantt charting, or budget tracking]** to ensure your upcoming projects are delivered on time and within scope.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my transition from the lab bench to project leadership can benefit the **[Department/Project Name]** team.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Typed Name]